



CHARLES W. GILCHRIST

# IMMIGRANT RESOURCE CENTER

Welcome. Connect. **Together We Thrive.**

## WHEATON

2424 Reddie Drive, Suite 220, Wheaton, MD 20902

Phone: 240.777.4940

**SPRING**

**2017**

**Updated!**

*Why should I take a computer class?*

1. Communicate with Family/ Friends
2. Apply for Jobs
3. Promote Your Business
4. Get Information
5. Internet Privacy and Safety
6. Entertainment

### Introduction to Computers

Learn the basics about hardware and software, how to use the mouse and keyboard, basic Microsoft Word, Email and Internet, including basic Internet safety. *No prior experience required.*

No.	Class Schedule	Date	Taught in	Registration
A	Tuesday, 9:30 – 11:30 am	4/25 – 6/13	English	Wednesday, March 29 at 1 pm
B	Tuesday, 7:00 – 9:00 pm	4/25 – 6/13	English	Wednesday, March 29 at 5pm
C	Saturday, 11:00 – 1:00 pm	4/22 – 6/17	English	Saturday, April 1 at 10am

### Microsoft Word and Internet for Beginners

Learn about file management, more Email skills such as attaching files, Microsoft Word formatting, and more Internet skills such as Google apps, and Internet security. *Prior experience: comfortable with skills covered in Introduction to Computers.*

No.	Class Schedule	Date	Taught in	Registration
D	Wednesday, 9:30 – 11:30 am	4/26 – 6/14	English	Wednesday, March 29 at 1 pm
E	Tuesday, 5:00 – 7:00 pm	4/25 – 6/13	English	Wednesday, March 29 at 5 pm

### Keyboarding Practice Time (bilingual) Free!

Would you like to type/keyboard faster with greater accuracy? That takes practice! Sign up to have dedicated time to practice your keyboarding and using the mouse. A teacher will be available for questions. *No prior experience required.*

No.	Class Schedule	Date	Taught in	Registration
F	Thursday, 12:30 – 2:30 pm	4/27 – 6/15	English / Spanish	Wednesday, March 29 at 1 pm
G	Thursday, 5:00 – 7:00 pm	4/27 – 6/15	English / Spanish	Wednesday, March 29 at 5 pm

**Gilchrist Center will be**



Spring Break: April 10 - 17  
Memorial Day: May 27 - 29

In case of bad weather, please call 240 777-4940

Fee: \$15 for county residents; \$30 for non-residents  
(Cash or check only, not refundable)

In-person registration, first come, first served until  
classes are full.

No make-ups or refunds for missed classes. Open to  
ages 18 years and over.

240 . 777 . 4940



[www.montgomerycountymd.gov/gilchrist](http://www.montgomerycountymd.gov/gilchrist)

Updated: 3 / 21 / 2017